



**ADOPTIONS SUPERVISOR I / II
(DEPARTMENTAL - OPEN EXAMINATION)**

EXAM CODES: 6BP0801 / 6BP0802

Department:	Department of Social Services
Release Date:	October 10, 2016
Final File Date:	October 26, 2016
Exam Type:	Departmental OPEN
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Monthly Salary:	ADOPTIONS SUPERVISOR I \$5285.00 - \$6566.00
Monthly Salary:	ADOPTIONS SUPERVISOR II \$5802.00 - \$7209.00
Location:	Statewide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions(s), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

CROSS FILE – TWO CLASSES

You may submit one application if you meet the entrance requirements for both classes.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Career Credits do not apply.

FILING INSTRUCTIONS

Applications (STD 678) must be POSTMARKED no later than the final file date. Please indicate the examination title on your application. Applications received without an examination title will not be accepted.

Applications postmarked, personally delivered, faxed, emailed or received via inter-office mail after the final file date will not be accepted for any reason.

TWO items MUST be printed and returned.

(1) [Application \(STD 678\)](#) and (2) [SUPPLEMENTAL APPLICATION](#)

Applicants who fail to submit both items will be disqualified from the examination.

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

Applications received without a Supplemental Application will be rejected.
Each candidate will be notified in writing of his/her examination results approximately two (2) months after the established cut-off (final file) date.

DO NOT SUBMIT APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Application must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

SPECIAL PERSONAL CHARACTERISTIC

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

MINIMUM QUALIFICATIONS

Education for both levels: Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted to the examination but will not be appointed until the degree has been conferred.

ADOPTIONS SUPERVISOR I

EITHER I

Two years of experience in the California state service performing the duties of a Adoptions Specialist, Range B.

OR II

Two years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

ADOPTIONS SUPERVISOR II

EITHER I

Two years of experience in the California state service performing the duties of the class of Adoptions Supervisor I.

OR II

Four years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

POSITION DESCRIPTION

ADOPTIONS SUPERVISOR I

This is the first supervisory level class in the series. Under direction, incumbents supervise a group of Adoptions Specialists in the provision of adoption services in the relinquishment and independent adoptions program within a district office reporting to an Adoptions Supervisor II.

ADOPTIONS SUPERVISOR II

This is the full supervisory level class in the series. Under direction, incumbents plan, organize, coordinate, and direct the activities of staff providing services in the adoptions programs. This class serves as an overall office manager responsible for the total operation and performance of a district office.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION - WEIGHTED 100%

This examination will consist of a Supplemental Application only. Applicants for Adoption Supervisor I and Adoption Supervisor II are required to respond to the supplemental questions. These supplemental questions are designed to identify job achievement that demonstrates ability To successfully perform the duties of a **Adoptions Supervisor I and/or II**. Responses to the supplemental questions will be used to assess on a competitive basis, each candidate's relevant training and experience, and will be evaluated competitively by a rating committee using pre-established rating criteria. In rating the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education required under the minimum qualifications.

KNOWLEDGE SKILLS AND ABILITIES

ADOPTIONS SUPERVISOR I

Knowledge of:

1. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, and the effect of separation on children and parents.
2. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.

KNOWLEDGE SKILLS AND ABILITIES CONTINUES

Knowledge of:

3. Supervisor's responsibility for providing equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
4. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
5. Effective personnel and supervisory practices and training methods.
6. The home study process.
7. Child welfare casework objectives.
8. Importance of advancing CDSS mission, Goals, and Values.
9. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.
10. Adoption Assistance Program (AAP).
11. Developmental effects upon children exposed to nontraditional lifestyles.
12. Crisis intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
13. Socioeconomic factors which promote stable family security.

ADOPTIONS SUPERVISOR II All of above knowledge and

14. Post Adoption Services (PAS).

ADOPTIONS SUPERVISOR I

Skills to:

1. Developing and maintaining effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.
2. Applying the principles and techniques of social casework.
3. Effectively and efficiently providing casework services to children with special needs.
4. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
5. Encouraging and assisting in the maximum professional growth of subordinate staff.

ADOPTIONS SUPERVISOR II All of the above skills and

6. Conducting orientation meetings with the public.

ADOPTIONS SUPERVISOR I

Ability to:

1. Reach practical and logical conclusions.
2. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
3. Analyze situations accurately and take effective action.
4. Organize and effectively direct the work of others and provide guidance in the professional development of casework staff.
5. Act in a professional manner and represent the Department of Social Services in meetings with other adoptions and child welfare professionals.
6. Act independently.
7. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
8. Analyze problems arising out of the operation of adoptions programs.
9. Assist in Administration of Adoption Assistance Program (AAP).
10. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
11. Secure accurate social data, record such data systematically, and communicate effectively.
10. Utilize and apply effectively the required technical knowledge.
11. Assist in Administration of the Interstate on the Compact of Children (ICPC).
12. Utilize community resources effectively.
13. Articulate casework practice and policy during conferences and legal hearings.

KNOWLEDGE SKILLS AND ABILITIES CONTINUES

ADOPTIONS SUPERVISOR II All of the above abilities and

14. Review and edit written reports.
15. Perform as a member of the management team.
16. Communicate effectively before groups and the news media.

VETERANS PREFERENCE

Veterans' Preference Points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which became effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' POINTS.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resource (CalHR) class specification. <http://www.calhr.ca.gov/state-hr-professionals/pages/9423.aspx>

CONTACT INFORMATION

For additional information regarding this examination, you may contact the Department of Social Services Examination Unit at (916) 657-1762.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Social Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 944243

SACRAMENTO, CA 94244-2430

(916) 657-1762

California Relay Service for the Deaf or Hearing Impaired from TDD phones call:
1-800-735-2929 or from voice phones call: 1-800-745-2922.